

Answers to Submitted Questions

RFP #OEC 001-2014- "Creating a Better System of Early Care and Education for Connecticut"

Thank you to those who submitted questions. We look forward to working with one of you. Answers to submitted questions are below.

1. Does OEC have a specific budget available for this work? If yes, what is the range of funds available?

The Office of Early Childhood (OEC) is committed to carrying out this project well. We would like proposals that best reflect the true estimated costs based on proposed work. All proposals will be considered. There is no specific budget available to share with you at this time.

2. Is an electronic submission alone acceptable?

Yes.

3. Should the "Major Activities" listed in the staffing allocation table correspond to the nine activities listed on page 10-11 or to the seven deliverables listed on page 30-31?

The Major Activities on the staffing allocation table may be defined as you wish to best communicate how you intend to distribute your efforts across the project.

4. Can references include personal references for the staff proposed or should they only include references regarding projects undertaken by the contractor organization?

References should include only references for the contracting organization regarding relevant projects, not for individual staff members.

5. Do you have an inventory of existing resources related to this work, including prior strategic plans?

The OEC does not have an inventory of existing resources related to this work at this time.

6. Do the spacing and font requirements also apply to graphics included in the proposal?
No.

7. What aspect of the focus groups will be covered through the separate contractor (e.g. outreach, conducting the actual focus groups, or both?)?

The both will be covered through our separate contractor agreement.

8. Will the contractor for this work be coordinating directly with the other contractor to plan and conduct these activities?

Yes.

9. Is “the separate contractor” referenced in the RFP for large scale surveys and focus groups already selected and available to begin work immediately?

The OEC currently works with the Connecticut Economic Resource Center using a statewide contract. Unless impediments arise, it is OEC’s intention to continue this relationship.

10. Can contract funds be used for incentives to increase survey or focus group participation or will that be done through the separate contractor conducting large scale surveys?

Those funds will be allocated through the separate contractor as part of their costs for surveys, where deemed necessary.

11. We understand that the information from Activity 4 is meant to inform both Deliverable 3 and Deliverable 4. How do you envision the Activity 4 information being used differently in these two deliverables?

There doesn’t need to be any distinction made, necessarily, in Activity 4’s inclusion in Deliverable 3 and Deliverable 4. Deliverable 4 will be a more comprehensive report and should include the less comprehensive report.

12. Is there any flexibility regarding the March 1, 2015 completion date for deliverable 4?

Yes. The end date completion date can be modified in your proposal with justification as long as the Deliverable 5 and Deliverable 7 deadlines are not impacted significantly.

13. Project Budget Format, Item #1 Salaries and Benefits – Please clarify how Salaries and Benefits should be detailed; just Total FTE and hours by title or Total FTE, proposed hours by title and total cost by title?

The budget for Item #1 should show the total cost and the detail provided to support that should include total # of FTE 's and hours by title.

14. Project Budget Format, Item #2 Subcontracts – should subcontracts be broken out by hours and rates or by the lump sum cost of the subcontract?

The lump sum of each subcontract will be sufficient.

15. Project Budget Format, Item # 3 Travel –

- a. How should we calculate travel costs (transportation, hotel, meals and incidentals)? Should we use the standard Federal Government rates for per diem?

You may calculate the travel costs based on actual projected travel costs or the standard Federal Government rates for per diem.

- b. Should we assume for pricing purposes that travel will be to Hartford?

Yes

- i. Is there additional travel anticipated for other localities?

No.

- c. Will OEC reimburse for qualified expenses on a monthly basis?

Reimbursements and payment schedules will be negotiated during the contracting process with the selected Contractor.

16. Appendix, a. Resumes – are resumes required for all team members or just key personnel?

Resumes are required for key personnel but preferred for all team members.

17. Appendix, b. References – are respondents limited to 3 references?

No, but not all references may be contacted if a large number of proposals are received.

18. Per the SOW, large scale surveys and focus groups should not be included in the proposed price. Is OEC looking for a description of survey and focus group capabilities (without price) in the technical section of the proposal?

The OEC will be conducting the large scale focus groups and surveys through a separate contract, so the ability of the any contractor to conduct these services themselves will not contribute to the attractiveness of a proposal. However, the ability to determine a need for them and guide their development is a relevant experience.

19. The RFP mentions working with external stakeholders during the project, with a specific note on involving them in the decision-making process (Section C, #3). Are there specific external stakeholders that OEC believes will be critical to involve?

The OEC does not have a current list of key external stakeholders at this time.

20. For Section C, #4 "Assess unmet need and determine additional capacity required for universal access" - is the expectation that most of the data used will be publicly available data, data that OEC has captured (but may not be publicly available), or captured by the contractor (e.g., via interviews, surveys)? If captured by OEC, would it be possible to share the types of data that OEC has available?

Yes. The expectation is that most of the data will be publically available data or data that the OEC already has captured. It is not anticipated the contractor will have to capture significant amounts of data to conduct this assessment. The OEC does not have a list of types of data that OEC has available at this time.

21. Can you provide some guidance as to the likely target budget for the work outlined in the RFP?

See the answer to question #1.

22. The RFP notes: "The costs of large scale surveys or focus groups should not be included in proposals. These activities will be carried out as needed through a different contract."

- a. Is there a threshold over which survey/interview efforts need to be included in a different contract?

No. This can be negotiated during the contracting process with the selected Contractor.

- b. If so, what are the requirements of that contract (e.g., surveyor provider requirements)?

This can be negotiated during the contracting process with the selected Contractor.

- c. What specific activities would be included in the separate contract in addition to web surveys and focus groups?

Other information common gathering activities such as phone surveys or paper surveys could be carried out under this separate contract.